



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

10 November 1966
(Date stamped when signed)

MEMORANDUM FOR THE PRESIDENT

SUBJECT: Sample Memorandum for the President for the signature of the
Acting Director

A memorandum for the President will be double spaced on letter-head stationery for the Office of the Director. Paragraphs will not be numbered. Margins will be set to obtain a well-balanced appearance and never less than one inch on the left, right, and bottom of the page. Corresponding letterhead tissue will be used for the courtesy copy and for any copies being sent outside CIA.

All copies go forward except one "Hold" copy which will be retained by the originating office until the signed and dated file copy is returned from the Office of the Director.

In order that the Director ^{and} ~~or~~ the Deputy Director of Central Intelligence may know who has prepared and concurred in correspondence ~~prepared~~ for their signatures, provision for concurrences should be made and shown on all copies remaining within CIA. See second page of this memorandum for proper placement of concurrence line. ~~The~~ It is the responsibility of the originating official to secure all necessary concurrences within his organizational element and to route the correspondence to other offices for concurrences, if needed.

(Group I Stamp)

(Stamp Classification)

The second page of a memorandum will be prepared on plain bond. Numbering of pages will begin with page two. The number will be centered about one inch from the bottom of the page.

The names of the signing official is typed in initial caps five lines below the text. His title is centered immediately below, using two lines, when necessary.

Rufus Taylor
Vice Admiral, U.S. Navy
Acting Director

cc: (List offices outside CIA receiving copies)

CONCURRENCES: (on copies remaining in CIA)

Type title of concurring official

Date

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